

➤ Phase 1: Library closed, non-managerial staff are furloughed with pay at home; work from home tasks assigned
➤ Phase 2: Some staff work in the building/ offer curbside pickup of library items; Reinstate some customer services- fax, copies, scanning available at curbside pickup
Phase 3: All staff work in the building/ open to limited number of customers in the building; limited, timed computer use, checking in/out items, fax, copies, scanning
➤ Phase 4: open to all customers but still practice social distancing; Reinstate computer help service, allow customers to stay in the library more than a limited time; resume volunteer usage
➤ Phase 5: Resume community programming/ allow larger gatherings; Libraries open to public with extra precautions. Continue to provide sanitation of areas.

Phase 3 procedures:

Staff will wear PPE masks during business hours

Social distancing signs posted

Lock bathrooms and have key at front desk

Clean common surfaces after each use

Front doors locked and staff controlled entrance of customers – this will be slightly different at each branch, according to building size

Install sneeze guards at circulation checkout desk

Community programming suspended/no meetings in meeting rooms

Quarantine all incoming items for 72 hours/sanitize after this time period

Hand sanitizer available for all customers

Install keyboard covers, clean keyboards after every use & remove headphones

Only allow customers to drop items in the book drop instead of at the counter

Space out computer stations to 6 ft.

Put chairs upside down on tables so lingering is discouraged

Close the water fountains

No fans

Remove all toys, games, magazines & newspapers

No cloth bags/new plastic bags for each customer